

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS OF THE
IN-HOME SUPPORTIVE SERVICES (IHSS) PUBLIC AUTHORITY
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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June 22, 2004

FROM: HELEN LOPEZ, Executive Director
IHSS Public Authority

SUBJECT: ADOPT IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY FISCAL
YEAR 2004-05 BUDGET

RECOMMENDATION: Adopt the FY 2004-05 In-Home Supportive Services Public Authority
proposed budget as the Final Budget .

BACKGROUND INFORMATION: Each year, the IHSS Public Authority submits a proposed
budget for approval by the IHSS Public Authority Board of Directors. This action will open a public
hearing on the IHSS Public Authority proposed FY 2004-05 budget. The Board of Directors could
continue these hearings to future dates and times depending on the time requirements involved
with the hearings. The Public Authority shall substantially comply with the same procedural
requirements as applicable to a county under the Government Code. The hearing is designed to
obtain public input and to discuss and implement any further direction or changes the Board
wishes to make to the proposed budget.

The IHSS Program was created in 1973 to assist individuals who are blind, seniors, or individuals
with disabilities who are not able to remain in their homes without assistance.

The San Bernardino County In-Home Supportive Services Public Authority was established by
County Ordinance 3842 to administer certain aspects of the In-Home Supportive Services
Program as mandated by Section 12302.25 of the California Welfare and Institutions Code. The
Public Authority, in accordance with the mandated requirements outlined by the State of California,
administers the following functions for the County of San Bernardino IHSS Program Participants:

- Serve as an employer of record for all IHSS Home Care Providers, for the purposes of
collective bargaining.
- Establish and maintain a registry of potential care providers.
- Perform an investigation of the background and qualifications of potential HSS Home Care
Providers.
- Refer potential Home Care Providers from the registry to IHSS clients/consumers upon
request.
- Provide IHSS clients/consumers and IHSS Home Care Providers access to training.
- Perform any other functions related to the delivery of In-Home Supportive Services, as
designated by the governing board.

Record of Action of the Board of Supervisors

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The proposed budget will result in a budgetary decrease of \$3,001,149.

Salary and Benefit costs increased by \$207,285. This increase is a combination of additional staff and salary step, retirement, and worker's compensation cost increases. Staffing has been increased by a net of 2 budgeted positions in 2004-05. Changes consist of the following:

- ◆ Added 1 Training Coordinator contract position to coordinate training for the IHSS care providers. (Equivalent to Staff Analyst-range 56)
- ◆ Added 1 Registry Manager contract position to manage the registry for care providers. (Equivalent to Staff Analyst II-range 56)
- ◆ Added 1 Registry Specialist contract position to assist with the increasing workload in data entry and maintenance of the registry. (Equivalent to IHSS-Assistant-range 34)
- ◆ Added 1 Health Benefits Clerk I contract position to assist with the increased workload required to provide health benefits to care providers (Equivalent to Clerk II-range 25)
- ◆ Added 1 Health Benefits Clerk II contract position to assist with the increased workload required to provide health benefits to care providers (Equivalent to Clerk III-range 30)
- ◆ Deleted 3 vacant budgeted positions due to inaccurate classifications to accomplish goals of the Public Authority. (Administrative Supervisor I, Administrative Clerk I, Program Analyst)
- ◆ A vacant budgeted position classification was lowered from Accountant to Accounting Technician, resulting in a net annual savings of approximately \$6,431. The position will be filled prior to the beginning of 2004-05. The Accounting Technician will be responsible for maintaining the financial records for the Public Authority.

Services and Supplies, Equipment, and Transfers decreased by \$962,979 due to the following:

- ◆ The Emergency Respite Service program was not implemented as anticipated in the 2003-04 budget. Services were to assist IHSS clients whose IHSS care providers become suddenly unavailable. It was determined this type of service is outside the capacity of the PA.
- ◆ Over-estimation of use of County services such as County Counsel, Risk Management and Purchasing.
- ◆ Decrease in background checks costs due to completion of implementation stage.
- ◆ Decrease in training costs, advertising, membership, printing, mail services, postage, staff travel, special conference event, space rental, and miscellaneous expense. These expenditures were over-estimated in the 2003-04 budget as start-up costs.
- ◆ Decrease in inventoriable equipment costs due to completion of the implementation stage.

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Other Charges decreased by \$2,245,455. Medical benefits will be provided to a limited number of eligible IHSS care providers in 2004-05. The local share amount is reduced from \$1.0 million to \$500,000. Total appropriations and revenue budgeted for health care benefits in 2004-05 are \$2,300,000. Federal and State reimbursement will cover approximately \$1,800,000 of total expenditures for health care benefits. The remaining \$500,000 is local share. The local share will be funded with Social Services Realignment.

REVIEW BY OTHERS: This item has been reviewed by the Public Authority's Counsel.

FINANCIAL IMPACT: The total proposed FY 2004-05 budget is \$5,090,290. The proposed budget reflects a decrease of \$652,611 in County share of cost. State and Federal funds reimburse 78% of the IHSS Public Authority operating costs and the IHSS Provider Health Benefits. The County share of cost is approximately 22% and is met from Social Services Sales Tax Revenues (Realignment).

SUPERVISORIAL DISTRICT (S): All.

PRESENTER: Helen Lopez, IHSS Public Authority Executive Director, 388-4618